



West Valley Water District GIS Intern

SALARY	\$19.42 Hourly \$1,553.60 Biweekly \$40,393.60 Annually	LOCATION	Rialto, CA
JOB TYPE	INTERN	JOB NUMBER	00059
DEPARTMENT	ENGINEERING	DIVISION	ENGINEERING
OPENING DATE	09/20/2023	CLOSING DATE	10/11/2023 11:59 PM Pacific

General Purpose

Under general direction, performs a variety of entry level sub-professional GIS support and related duties.

Distinguishing Characteristics This is a temporary, entry level classification in which students with current enrollment in, or recent completion of a college degree may gain work experience through assignments within the District. Participants work under the direct supervision of an experience employee for up to 40 hours per week, not to exceed 1000 hours per fiscal year.

Essential Duties and Responsibilities

The duties and responsibilities listed below are intended to provide a representative list of the various types of work that may be performed. Specifications are not intended to reflect all duties performed within the job class, and incumbents may expect to perform other related similar duties.

- Performs a variety of GIS technical support tasks within ESRI's mapping software.
- Prepares, scans and indexes large format engineering documents.
- Performs quality checks and reviews scanned documents for 100% data capture.
- Troubleshoots scanning errors on large format scanning equipment.
- Prepares maps, charts, graphs, reports in the District's GIS system.
- Maintains records of work performed.
- Participates in District safety meetings.

- Maintain prompt and regular attendance.
- Performs other related duties, as assigned.

Qualifications

Knowledge of:

Basic GIS principles and practices; general record keeping methods; Computer operating software (Windows, MS Office, etc.); basic ESRI's desktop suite, ArcGIS online and WebGIS, ArcGIS Pro, basic public relations; safe work practices.

Ability to:

Accurately perform basic GIS duties using the District's GIS system; perform technical research; prepare maps, graphs, and reports; interpret and analyze technical information based on District and Regulatory guidelines; operate mapping tools, surveying tools and other job-related equipment; perform data entry in existing databases; understand basic principles of water technology; perform quality control and data verification of data and reports; scan, index and quality control large format engineer drawings; establish and maintain cooperative working relationships with others; communicate clearly and concisely, both orally and in writing; operate a vehicle observing legal and defensive driving practices; observe proper safety precautions.

Minimum Qualifications

Any combination of education, training, and experience that would likely provide the knowledge, skills, and abilities to successfully perform in the position is qualifying. A typical combination includes:

Education:

- Currently enrolled in an accredited college or university, or in be recognized vocational institution, **or**
- A recent college graduate (within twelve months) seeking job experience. Be in good standing academically and capable of performing assigned duties as specified.

AND

Experience:

Experience in providing GIS support, utilizing ESRI's geographic information systems technology, is highly desirable.

Special Requirements:

Possession of a valid Class C California driver's license, acceptable driving record, and proof of auto insurance in compliance with the District Vehicle Insurance Policy standards.

Physical Tasks:

The physical demands described below are representative of those that must be met by an employee to successfully perform the essential functions of the job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions on a case-by-case basis.

While performing the duties of this classification, an incumbent is regularly required to stand and use hands and fingers to handle or feel. The employee is frequently required to talk, hear, taste or smell, and to reach with hands and arms. The employee is occasionally required to sit, climb, or balance and stoop, kneel, crouch or crawl. The employee must regularly

lift and/or move up to twenty-five (25) pounds and occasionally lift and/or move up to 100 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception and ability to adjust focus.

Agency

West Valley Water District

Address

855 W. Base Line Road

Rialto, California, 92377

Phone

9096442129

Website

<http://www.wvwd.org>

GIS Intern Supplemental Questionnaire

***QUESTION 1**

Do you possess a valid, Class C Driver's License issued by the California State Department of Motor Vehicles and a good driving record?

- Yes
- No

***QUESTION 2**

Are you currently enrolled in a credited college or university, or in a recognized vocational institution? And in good standing academically and capable of performing assigned duties as specified.

- Yes
- No

***QUESTION 3**

Are you a recent college graduate (within twelve months) seeking job experience in GIS?

- Yes
- No

***QUESTION 4**

Do you have any experience in providing GIS support, utilizing ESRI's geographic information systems technology?

- Yes
- No

***QUESTION 5**

Do any of your relatives work for WVWD? (Relative is defined as a spouse/domestic partner, parent, sibling, child, aunt, uncle, grandparent, grandchild, niece, nephew, first cousin, half-sibling, in-law, step relation, or anyone with whom the Employee has a custodial relationship.)

- Yes
- No

***QUESTION 6**

If your response to the previous question is yes, please provide the person's name and title, otherwise enter "N/A".

* Required Question